



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## FAMILY SUPPORT SPECIALIST II

Job Number: 20001182

Job Code: 65110V160916

Job Group: 6500 - PUBLIC ASSISTANCE

Job Established: 03/01/1998

Job Revised: 09/16/2016

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Determines initial and ongoing eligibility for public assistance programs; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Must complete two years (54 semester hours) from a college or university.

#### **EXPERIENCE:**

Must have one year of experience in reviewing, monitoring, determining eligibility for and/or administering Food Stamps, the Kentucky Transitional Assistance Program, Medical Assistance, or other public assistance programs.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Administrative work, clerical office work and/or work dealing directly with the public will substitute for the required college on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Interviews clients for basic programs, completes appropriate forms and gathers required documentation to make eligibility determinations. Participates in in-service training to enhance various public assistance program requirements, forms, policies and procedures. Operates computer terminals to verify client information and to calculate program benefits. Communicates agency mission and explains services offered. Identifies resources and makes appropriate referrals. Provides supportive services. Explains work requirements and encourages the exploration of work opportunities. Tracks processing deadlines for timely re-determinations and case hearings. Prepares and maintains case records. Has responsibility for caseload as assigned by the office manager. Testifies in hearings. Gathers information to be used in responding to inquiries about cases. Prepares monthly reports. Makes home visits.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Performs job duties in an office setting and/or visits clients in homes.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*